

# **MARYLAND HIGHER EDUCATION COMMISSION**

## **MEETING AGENDA**

Time: 1 P.M.  
FEBRUARY 19, 2003

Place: MARYLAND HIGHER  
EDUCATION COMMISSION  
Commission Meeting Room  
839 Bestgate Road, Suite 400  
Annapolis MD 21401

**MARYLAND HIGHER EDUCATION COMMISSION**

**John J. Oliver, Jr., Chairman**

**Joann A. Boughman**

**Dorothy Dixon Chaney**

**Edward O. Clarke, Jr.**

**Anne Osborn Emery**

**George S. Malouf, Jr.**

**Benjamin F. Mason**

**Emmett Paige, Jr.**

**Tawan Perry**

**Donald J. Slowinski, Sr.**

**Richard P. Streett, Jr.**

**Mario VillaSanta**

**Karen R. Johnson, J.D.**  
**Secretary of Higher Education**

# Maryland Higher Education Commission

## MEETING AGENDA

**TIME:** 1:00 pm  
Wednesday  
February 19, 2003

**PLACE:** Maryland Higher Education Commission  
839 Bestgate Road, Suite 400  
Annapolis MD 21401

Action  
Item

### Call to Order

**Approval of the November 13, 2002 Minutes .....** \*

**Chairman's Report**

**Secretary's Report**

### Briefing on the Governor's Fiscal 2004

**Operating and Capital Budget.....**

**Priorities for FY 2004 Awards in the Educational**

**Excellence Award Program.....** \*

**Access and Success Multi-Year Grant Program Update.....**

#### Presentations from:

University of Maryland Eastern Shore  
Morgan State University  
Coppin State College  
Bowie State University

### Information Reports Distributed to the Commission

- Report on Programs Reviewed from October 16, 2002 to January 15, 2003
- Report on Private Career Schools: Approval Actions from October 16, 2002 to January 31, 2003.

### Adjournment

The Maryland Higher Education Commission is committed to ensuring that individuals with disabilities are able to fully participate in and benefit from the Commission's public meetings, programs, and services. Anyone planning to attend a meeting of the Commission who wishes to receive auxiliary aids, services, or accommodations should contact Pat Bracey at 410-260-4516 or 1-800-735-2258 (TTY/Voice) by Friday, February 14, 2003.

# **MARYLAND HIGHER EDUCATION COMMISSION**

## **Regular Session Minutes of Meeting**

**November 13, 2002**

The Maryland Higher Education Commission met on Wednesday, November 13, 2002, at the Commission office, 839 Bestgate Road, Annapolis, Maryland. Commission members present were: John J. Oliver, Jr., Chair; Donald J. Slowinski, Sr., Vice Chair; Joann A. Boughman; Dorothy Dixon Chaney; Anne Osborn Emery; Benjamin F. Mason; Tawan Perry; and Richard P. Streett, Jr.

Commission members not present were: Edward O. Clarke, Jr.; George S. Malouf, Jr.; Emmett Paige, Jr.; and Mario F. VillaSanta.

Staff members present were: Karen R. Johnson, Secretary; Anne Budowski, Assistant Secretary; Janice Doyle, Assistant Secretary; John A. Sabatini, Jr., Assistant Secretary; Laura Filipp; Andrea Hunt; Mike Keller; Michael Kiphart; Pace McConkie; Geoff Newman; Monica Randall; Cathy Tidwell; and Ann Walker.

### **CALL TO ORDER**

Chairman Oliver called the meeting to order at 1:09 p.m.

### **APPROVAL OF MINUTES**

The minutes of the September 25, 2002 Commission meeting were approved.

### **CHAIRMAN'S REPORT**

Chairman Oliver stated that today's meeting will address budget items that will be submitted to the Governor and General Assembly.

### **SECRETARY'S REPORT**

Secretary Johnson provided an update on the agency budget. An FY 2004 budget hearing with the Secretary of the Department of Budget and Management (DBM) was recently held. Secretary Johnson stated that DBM understands the Commission's priorities in terms of OCR and financial aid and there is a commitment on their part to accurately communicate the Commission's priorities to the next administration. The FY 2004 budget will be introduced by the governor-elect in January, however, at this point, recommendations and decisions are not clear. Two matching grant programs that may be cut in FY 2004 are the Private Donation Incentive Program (PDIP) and the Innovative Technology Program (ITP). The FY 2003 budget situation appears to be worse than originally thought; Secretary Johnson is awaiting word from DBM and/or the Governor's office on what agencies are going to be expected to do with regard to the current projected shortfall. The Commission is already under a hiring freeze and has stopped all unnecessary spending, i.e., travel expenses. DBM reports roughly a \$540 million

budget shortfall for FY 2003 and predicts drastic measures will have to be taken to address the deficit.

Secretary Johnson reported that the Commission is preparing a transition document for the next administration that will address the roles and responsibilities of the Commission as well as its priorities for higher education. The Commission made as a priority last year a commitment to do more outreach in the agency, particularly with its K-12 partners. As a result, some of the agency's publications, the GEAR UP Program and several financial aid brochures, have been revised and streamlined. Some of these publications will also be given to the new administration.

## **FINANCE POLICY COMMITTEE REPORT**

### Guidelines for the Health Personnel Shortage Incentive Grant Program

Ms. Janice Doyle, Assistant Secretary of Finance Policy, reported that the Commission has responsibility for the administration of the program and, in consultation with the Department of Health and Mental Hygiene (DHMH), establishes necessary guidelines or regulations for implementation of the program. The Office of Student Financial Assistance awards program funds to eligible institutions with approved academic programs that lead to licensure, certification, or registration in certain health occupations determined to be in short supply in the State. This is a grant program and its funds are not intended for use as a scholarship. Periodically, DHMH provides the Commission with a list of eligible programs determined to be in short supply. Recently, four new occupations were identified and changes in the guidelines reflect the inclusion of those occupations in addition to removing all references to the State Scholarship Administration by replacing the name with the Office of Student Financial Assistance.

Ms. Doyle reported that the Finance Policy Committee recommended that the Maryland Higher Education Commission approve the changes to the guidelines for the Health Personnel Shortage Incentive Grant Program. Commissioner Streett moved for approval of the recommendation.

Commissioner Chaney questioned why the occupation of Speech Language Therapist was not included in the list; she believes that it is in short supply. Ms. Andrea Hunt, Director of the Office of Student Financial Assistance, will review the matter with DHMH.

Commissioner Chaney recommended that the Commission approve the changes to the guidelines for the Health Personnel Shortage Incentive Grant Program subject to possible change. Commissioner Mason seconded the motion and the motion carried unanimously.

### FY 2004 Consolidated Operating Budget

Commissioner Streett reported that the Finance Policy Committee is recommending approval of \$1.4 billion for higher education.

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Ms. Doyle reported that the Commission is responsible for submitting to the Governor and the General Assembly a consolidated operating budget for higher education. The Finance Policy Committee held hearings with segments of all institutions and at its September 19, 2002 meeting the institutions presented an overview of their fiscal year 2004 budget requests. Ms. Doyle provided an overview of the consolidated operating budget requests for FY 2004.

University System of Maryland (USM)

USM requested a general fund appropriation of \$948.7 million for FY 2004; a 9 percent increase over FY 2003. This request includes a baseline general fund increase of \$37.9 million and an additional fund request of \$42.9 million. Overall, USM's general fund request is 85 percent of the funding guideline. Commission staff recommended supporting USM's general fund request of \$948.7 million for FY 2004.

Morgan State University (MSU)

MSU requested a general fund appropriation of \$62.6 million for FY 2004. Morgan's request is in two parts: a baseline request of \$1.9 million and an additional \$7.5 million in supplemental funds for a total increase of 18 percent over FY 2003. MSU's general fund request is 99 percent of the funding guideline. Commission staff recommended supporting Morgan's general fund request of \$62.6 million for FY 2004.

St. Mary's College of Maryland

St. Mary's annual general fund appropriation is based on a statutory funding formula. The FY 2004 general fund grant to St. Mary's is \$15.6 million, an increase of 3.34 percent over FY 2003. Commission staff recommended supporting St. Mary's general fund appropriation of \$15.6 million for FY 2004.

Aid to Independent Institutions

The State provides funding to independent colleges and universities through the Joseph A. Sellinger Program funding formula based on each institution's certified fall enrollment for the preceding year. For FY 2004, State aid to the independent institutions is \$47.3 million or \$1,306 per full-time equivalent student. Commission staff recommended a general fund appropriation of \$47.3 million for aid to independent institutions for FY 2004.

Baltimore City Community College (BCCC)

BCCC also receives State appropriations through a statutory funding formula. Based on estimated FTES, the FY 2004 State grant to BCCC is \$33.4 million. In addition, the State provides an annual appropriation to BCCC to fund the college's English for Speakers of Other Languages Grant Program; for FY 2004, the college is requesting \$500,000 for the program. Commission staff recommended a total general fund appropriation of \$33.9 million, a 9 percent increase over FY 2003, for BCCC for FY 2004.

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Community Colleges

Community colleges receive State appropriations through the John A. Cade funding formula, which limits the college's general fund appropriation to State support provided to the public four-year institutions. State aid to community colleges is \$161.9 million, an increase of 3 percent over FY 2003. In addition, community colleges receive State general funds for fringe benefits and several statewide programs; for FY 2004 the Commission staff requested \$35.9 million. Commission staff recommended a total general fund appropriation of \$197.9 million for community colleges for FY 2004.

Regional Higher Education Centers (RHEC's)

The Commission has statewide coordinating responsibility for RHEC's. It is also charged with making recommendations for State funding for the centers to the Governor and General Assembly, as well as administering funds to the centers that are not governed by the USM Board of Regents. For FY 2004, the RHEC's requested a total of \$1.7 million. This request includes \$100,000 for the Higher Education Applied Technology Center; \$271,000 for the Southern Maryland Higher Education Center; \$590,150 for the Waldorf Center; and \$692,023 for the Eastern Shore Higher Education Center. Commission staff recommended a total general fund appropriation of \$1.7 million for RHEC's for FY 2004.

Maryland Higher Education Commission

General Administration

The Commission requested a general fund appropriation of \$6.9 million for FY 2004, which includes a baseline increase of \$143,000 over the FY 2003 appropriation for mandatory obligations such as cost of living adjustments and to support price increases for employee health insurance.

Grants

The Commission requested a general fund appropriation of \$38.3 million for FY 2004. The request provides for funding to match donations made through 2002 for the Private Donation Incentive Program; an increase of \$3 million for the Historically Black Institution's Enhancement Fund, and \$1.7 million for the regional higher education centers. In addition, the Commission requested an additional fund request of \$10.6 million to support the implementation of the Partnership Agreement between the State of Maryland and the Office for Civil Rights.

Financial Aid

The Commission requested a general fund appropriation of \$94.7 million. The request includes a baseline increase of \$6.2 million in financial assistance to reflect increased funding for the Hope Scholarship Programs and a small increase for Delegate scholarships. In addition, the Commission requested an additional fund request of \$8.1 million to support the implementation of the Partnership Agreement between the State of Maryland and the Office for Civil Rights.

Ms. Doyle reported that the Finance Policy Committee recommended that the Maryland Higher Education Commission approve a FY 2004 consolidated operating budget of \$1.4 billion for higher education and forward the recommendation to the Governor and the General Assembly. Commissioner Streett moved for approval of the recommendation. Commissioner Chaney seconded the motion and the motion carried unanimously.

#### FY 2004 Consolidated Capital Budget

Ms. Monica Randall, Director of Finance and Facilities, reported that the Finance Policy Committee is recommending approval of \$371.8 million for higher education.

##### University System of Maryland (USM)

USM requested funding for 35 capital projects, totaling \$204.8 million for FY 2004, to include \$28.7 million in supplemental funding to accelerate 12 projects -- \$ 9.2 million for the acceleration of projects related to the Partnership Agreement between the State of Maryland and the Office for Civil Rights and \$19.5 million for other System institutions. Commission staff recommended supporting USM's capital budget request of \$204.8 million for FY 2004.

##### Morgan State University (MSU)

MSU requested funding for 8 capital projects, totaling \$66.6 million for FY 2004. The largest portion of the request, approximately \$49.2 million, is for the design and construction of a new library; \$2 million for the completion of the new Communications Center and \$5 million to purchase a nine-acre parcel of land for the Hospitality Management Complex. The remaining 6 projects, in the planning and construction phases, include \$900,000 to renovate Banneker Hall; \$1.6 million for the New Center for Built Environmental Studies; \$3 million in campus-wide site improvements; \$4.7 million to upgrade utilities; and \$99,000 to plan for the design of a new president's residence. Commission staff did not recommend support of the president's residence since the State does not provide funds for this type of facility. Commission staff recommended supporting 7 of Morgan's 8 capital projects for a total capital budget appropriation of \$66.5 million for FY 2004.

##### St. Mary's College of Maryland

St. Mary's FY 2004 capital budget request totals \$22.9 million in support of three projects -- \$1.2 million for the completion of renovations of the Somerset Hall project which was deferred in FY 2003 due to fiscal constraints; \$19.8 million for the construction of a new academic building; and \$1.9 million for the new student services building. Commission staff recommended supporting St. Mary's capital budget request of \$22.9 million for FY 2004.

##### Baltimore City Community College

BCCC requested funding for one capital project for FY 2004, totaling \$18.6 million to modernize the main building on the Liberty Campus. This project was deferred in FY 2003 due to budget constraints, however, the intent of the General Assembly was to



fund the project in FY 2004. Commission staff recommended supporting BCCC's capital budget request of \$18.6 million for FY 2004.

#### Independent Colleges and Universities

The Maryland Independent College and University Association (MICUA) requested \$9.2 million for FY 2004 for four capital projects -- \$2.2 million for a new chemistry building at Johns Hopkins University; \$3 million to construct a new academic facility at McDaniel College; \$3 million to assist in the construction of a new library at Goucher College; and \$1 million to renovate two academic facilities at Baltimore International College. Commission staff recommended supporting MICUA's capital budget request of \$9.2 million for FY 2004.

#### Community College Grant Program

The Maryland Association of Community Colleges (MACC) requested \$49.9 million for FY 2004 for 33 capital projects. This includes a two percent contingency allowance of \$952,310 and \$1.3 million for the program deficiency that occurred as a result of deferred capital projects in FY 2003 due to budget constraints. Commission staff recommended supporting MACC's capital budget request of \$49.9 million for FY 2004.

Commissioner Streett reported that the Finance Policy Committee requested that the Maryland Higher Education Commission approve the FY 2004 consolidated capital budget recommendation of \$371.8 million for all higher education institutions and forward the recommendation to the Governor and General Assembly. Commissioner Streett moved for approval of the recommendation. Commissioner Emery seconded the motion and the motion carried unanimously.

### **EDUCATION POLICY COMMITTEE REPORT**

#### Low-Productivity Degree Program Report 2002

Dr. John Sabatini, Assistant Secretary for Planning and Academic Affairs, stated that the "Low-Productivity Degree Program Report 2002" is the third report using the policies and procedures adopted in 1999. In the report, 34 programs were identified as low producing – 19 at public community colleges and 15 at public four-year institutions. Of the 19 programs identified for the community colleges, the institutions requested that 6 be discontinued, 7 were recommended for exemption, and 6 programs were to be maintained and reviewed again next year. The four-year institutions recommended 6 programs for exemption and 9 were to be maintained and reviewed in the coming year. Six of the programs to be maintained are at the University of Maryland Eastern Shore and are education related programs that are currently being reviewed in the context of the Teacher Education Redesign. No programs were recommended for discontinuation by the four-year institutions for 2002.

Dr. Sabatini reported that the Education Policy Committee requested that Commission staff revisit the criteria in the exemption categories, not only in light of the economy but also in light of SB 682 extended, which provides for the Commission to work with the public institutions and

develop quality criteria and accessibility criteria to be incorporated into a report that is submitted to the Governor and General Assembly by June 2004. Commission staff will meet with representatives of the public sector and revisit the criteria in the exemption categories incorporating the legal mandates into the review process and report back in six months to the Education Policy Committee.

Dr. Sabatini reported that the Education Policy Committee recommended that the Maryland Higher Education Commission approve the program discontinuances, program exemptions, and program extensions presented in the "Low-Productivity Degree Program Report 2002." Commissioner Emery moved for approval of the recommendation. Commissioner Chaney seconded the motion and the motion carried unanimously.

#### Technical Revisions of Regulations on Distance Education

Dr. Sabatini reported that the proposed changes in the regulations will revise the wording of the regulations for out-of-state institutions to make it compatible with the regulations for in-state institutions.

Dr. Sabatini reported that the Education Policy Committee recommended that the Maryland Higher Education Commission approve the revised regulations. Commissioner Emery moved for approval of the recommendation. Commissioner Streett seconded the motion and the motion carried unanimously.

#### Revisions to Regulations, Policies and Procedures for Private Career Schools

Dr. Sabatini reported that the proposed amendments are designed to strengthen financial protections provided students in the event of a private career school closure and limit the liability of unearned tuition. Also proposed is a change pertaining to unapproved providers of computer training.

Ms. Judy Hendrickson, Direct of Career/Workforce Education, reported that for schools seeking initial approval to operate, the proposed school, prior to approval, will be required to obtain a financial guarantee in the form of a renewable performance bond or an irrevocable letter of credit and must maintain the guarantee for a period of at least five years unless notified otherwise by the Secretary of Higher Education.

Dr. Sabatini reported that the Education Policy Committee recommended that the Maryland Higher Education Commission approve the proposed amendments to the regulations, policies and procedures for private career schools. Commissioner Emery moved for approval of the recommendation. Commissioner Slowinski seconded the motion and the motion carried unanimously.

## 2002 PERFORMANCE ACCOUNTABILITY REPORT

Dr. Michael Keller, Director of Policy Analysis and Research, reported that Maryland law requires the governing boards of the public colleges and universities to submit annual performance accountability reports to the Commission. The Commission, in turn, reviews the reports and prepares a consolidated document along with its assessment to the Governor and the General Assembly. Dr. Keller summarized the major conclusions that the Commission staff drew from the reports:

Community Colleges -- Overall, the accountability reports submitted were quite good and the community colleges continue to give considerable attention to the accountability process. At a large majority of the community colleges, the benchmarks set for a sizable number of measures provide little opportunity for growth beyond the institution's current level of performance; the community colleges need to review their benchmarks in the 2003 accountability cycle and either make changes as appropriate or provide the Commission with an explanation of the reasons they were set at their current levels. Although the community colleges are performing generally well on most indicators, some trends raise important accountability issues that merit monitoring. Maryland community colleges are engaged in an extensive variety of impact and outreach efforts in their respective service areas.

Public Four-Year Colleges and Universities -- The accountability reports submitted were satisfactory, although they varied in quality. The reports of several institutions contained inconsistencies with respect to the objectives and performance measures that need to be reviewed by the campuses in the 2003 accountability cycle; and the colleges and universities appear to be progressing well toward their objectives in most cases. However, there are several areas in which at least some institutions are experiencing difficulty.

Dr. Keller further reported that cost containment ventures, as reported by the public campuses, saved \$66.1 million in FY 2002.

Dr. Anthony Kinkel, Executive Director of the Maryland Association of Community Colleges, stated that the Board worked hard on the 39 indicators and followed the Commission's suggested guidelines on benchmarking accountability indicators. However, the goal of "being achievable and showing progress" is challenging to them. Dr. Kinkel stated that the community colleges believe that some of the benchmarks are out of their control and that they are performing at a level as high as they can achieve. Dr. Kinkel cited a couple of examples: *Indicator #22 – setting benchmarks for 4-year transfer/graduation rates of full-time minority students* – the community college boards prioritize this and the benchmark is quite aggressive; *Indicator #7 – tuition and fees as a percent of tuition and fees at public 4-year institutions* – some of it is out of their control, the Governor's new budget drives their tuition and fees; *Indicator #2 – market sharing of service area undergraduates* – depends on the economy and the entrance standards at the 4-year institutions. Dr. Kinkel made two suggestions for next year's report: with regard to the indicators, measure them indicator-by-indicator in order to see how institutions compare; and compare community colleges with their national peers.

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Commissioner Boughman stated that in order for the Commission to get a complete representation of all of higher education, the Commission should urge the independent sector to participate in the reporting process. The Commission must also scrutinize more strongly the K-16 effort on an institution-by-institution basis because it is an extremely important overall initiative for the State. Commissioner Boughman further stated that the outreach efforts and the way it was reported are outstanding; the entire accountability report is impressive.

Dr. Keller reported that it is recommended that the Maryland Higher Education Commission approve the 2002 Performance Accountability Report and ask the Secretary to forward it to the Governor and the General Assembly as required by law. Commissioner Emery moved for approval of the recommendation. Commissioner Slowinski seconded the motion and the motion carried unanimously.

### **INFORMATION ITEMS**

#### Report on Programs Reviewed from August 16, 2002 to October 15, 2002

This item was provided for information purposes only.

#### Report on Private Career Schools: Approval Actions from May 16, 2002 to October 15, 2002

This item was provided for information purposes only.

### **ADJOURNMENT**

The meeting was adjourned at 2:05 p.m.

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John J. Oliver, Jr.  
Chairman



**MHEC**

*Creating a state of achievement*

**Robert L. Ehrlich, Jr.**  
Governor

**Michael S. Steele**  
Lt. Governor

**John J. Oliver, Jr.**  
Chairman

**Karen R. Johnson**  
Secretary of Higher Education

## **AGENDA ITEM SUMMARY**

**SUBJECT:** Briefing on the Governor's Fiscal 2004 Operating and Capital Budget

**COMMITTEE:** None

**DATE OF COMMISSION MEETING:** February 19, 2003

**STAFF:** Monica E. Randall

**SUMMARY:** Briefing on the Governor's fiscal 2004 operating and capital budget.

**RECOMMENDATION:** This item is for information only.



**MHEC**

*Creating a state of achievement*

Robert L. Ehrlich, Jr.  
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Michael S. Steele  
Lt. Governor

John J. Oliver, Jr.  
Chairman

Karen R. Johnson  
Secretary of Higher Education

## **AGENDA ITEM SUMMARY**

**SUBJECT:** Priorities for FY 2004 Awards in the Educational Excellence Award Program

**COMMITTEE:** None

**DATE OF COMMISSION MEETING:** February 19, 2003

**STAFF:** Janice Doyle  
Andrea Hunt

**SUMMARY:** To determine Commission priorities for making awards under the Educational Excellence Award program for FY 2004 and to support an increase in the standard budget allowances for students living with parents and students living off-campus, as funding allows.

**RECOMMENDATION:** It is recommended that the Maryland Higher Education Commission establish the following priorities when making EEA awards in the upcoming academic year:

**In priority order:**

- 1) maintain current percent of need and maximum award amount;
- 2) maintain current number of awards in the EEA program; and
- 3) increase standard allowances.

**It is further recommended that:**

- 1) the standard allowances be increased each year, as funding allows, until the appropriate level is reached; and
- 2) Commission staff perform a survey of standard budget allowances used by Maryland colleges and universities every two years to determine if periodic updates are necessary, should funds become available.



Robert L. Ehrlich, Jr.  
Governor

Michael S. Steele  
Lt. Governor

John J. Oliver, Jr.  
Chairman

Karen R. Johnson  
Secretary of Higher Education

## MEMORANDUM

DATE: February 19, 2003

TO: Maryland Higher Education Commission

FROM: Karen R. Johnson, *[Signature]*

STAFF: Janice Doyle  
Andrea Hunt

SUBJECT: Priorities for FY 2004 Awards in the Educational Excellence Award Program

The purpose of this agenda item is to determine Commission priorities for awarding under the Educational Excellence Award program for FY 2004. Setting priorities for awarding will assist staff in making final decisions in the awarding process planned for mid-April, shortly after the FY 2004 budget is passed.

### **Background**

The Educational Excellence Award program (EEA) is the State's primary need-based grant program that assists full-time undergraduate students enrolled at two-year and four-year colleges and universities. There are two components under this program - Guaranteed Access Grant (GAG) and the Educational Assistance Grant (EAG). The GAG is targeted for the State's lowest income students and covers 100% of a student's need when combined with a Pell grant. The maximum amount is capped at the cost of education at the highest four-year University of Maryland institution, excluding University of Maryland, Baltimore and University of Maryland University College. EAG awards are for low- and moderate-income students and are based on 35% of need with awards capped at \$2,700. Award amounts under both the GAG and EAG increase as tuition and fees increase.

The Governor's FY 2004 budget does not provide an increase in funding for the Educational Excellence Award program; funding is at the same level as FY 2003. Given projected increases in tuition and fees of up to 10% for FY 2004, it is estimated that awards for FY 2004 will be reduced by more than 2000 awards over the FY 2003 level, unless additional funds are available. Additional funds could be provided from carry forward funds and through legislative action to restrict funds in other aid programs and require the funds to be used for need-based programs.

### **Priority Issues**

There are three critical issues that need to be considered when setting priorities for awarding for

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FY 2004: increases in award amounts based on tuition and fees increases, maintaining awards at the same level as FY 2003, and increasing the standard allowance amounts in student budgets.

#### Increasing Award Amounts and Maintaining Number of Awards at FY 2003 Level

Under current awarding formulas, GAG and EAG awards increase as tuition and fees increase, unless an award has reached the maximum amount. Preliminary estimates indicate that an additional \$3.9 million would be needed to fund GAG and EAG awards with the estimated increases in tuition and fees and maintain the number of awards at the FY 2003 level.

#### Increasing the Standard Allowance in Student Budgets

In June 2002, the Commission approved a recommendation to modify the standard budget allowances for students living with parents and students living off-campus to \$3,200 and \$5,100, respectively. This recommendation was made because it was determined that the allowances had not been increased for ten years and the amounts were well below the current cost levels. Commission staff worked closely with the Financial Assistance Advisory Council (FAAC) to develop a plan for implementing the recommendation. Two different modeling scenarios were used to determine the cost of increasing standard allowances. The first scenario implements the full increase recommended for the standard allowances as described above and is estimated to cost \$13.4 million. Given the sizable cost to implement the full increase, a second scenario was run, lowering these amounts to \$2,800 and \$4,500 respectively. The cost to implement a partial increase under the second scenario is estimated to be \$6.9 million.

#### **Priorities for Awarding**

Commission staff is required to make GAG and EAG awards no later than May 1, 2003, with a target of mid-April for awarding. Currently, the Governor's budget does not provide an increase in FY 2004 for these programs and the final budget will not be approved until early April. Additional funds may be available from carry forward funds or funds that are restricted by legislative action through the budget bill to be used for need based aid. Unfortunately, due to the timing of the budget process, information on the amount of funds that will be available for awarding under this program for FY 2004 will not be known until shortly before awards are to be made. In addition, staff will not have exact information on tuition and fee levels until right before awarding.

To assist staff in making decisions in the awarding process, it is recommended that the Commission establish the following priorities to be used when making EEA awards in the upcoming academic year:

In priority order:

- 1) maintain current percent of need and maximum award amount;
- 2) maintain current number of awards in the EEA program; and
- 3) increase standard allowances.

The ability to meet each priority is contingent on available funding.



These priorities were discussed and recommended by the FAAC. The FAAC also recommended that the Commission continue to strive to increase the standard allowances each year, as funding allows. In addition, Commission staff will perform a survey of standard budget allowances used by Maryland colleges and universities every two years to determine if periodic updates are necessary, should funds become available.

**RECOMMENDATION: It is recommended that the Maryland Higher Education Commission establish the following priorities when making EEA awards in the upcoming academic year:**

**In priority order:**

- 1) maintain current percent of need and maximum award amount;**
- 2) maintain current number of awards in the EEA program; and**
- 3) increase standard allowances.**

**It is further recommended that:**

- 1) the standard allowances be increased each year, as funding allows, until the appropriate level is reached; and**
- 2) Commission staff perform a survey of standard budget allowances used by Maryland colleges and universities every two years to determine if periodic updates are necessary, should funds become available.**



Robert L. Ehrlich, Jr.  
Governor

Michael S. Steele  
Lt. Governor

John J. Oliver, Jr.  
Chairman

Karen R. Johnson  
Secretary of Higher Education

## AGENDA ITEM SUMMARY

**SUBJECT:** Access and Success Multi-Year Grant Program Update

**COMMITTEE:** None

**DATE OF COMMISSION MEETING:** February 19, 2003

**STAFF:** Ms. Dominique Raymond

**SUMMARY:** The *Access and Success Multi-Year Grant Program: A Plan of Action for Maryland's Historically Black Institutions Final Performance Reports 2002*, contains the individual institutional reports from the four participating institutions: Bowie State University, Coppin State College, Morgan State University, and the University of Maryland Eastern Shore. Many outstanding initiatives and activities have been implemented as a result of the Access and Success funding. These activities will continue into year five with all institutions building on the great strides they have made in implementing their campus-based initiatives and augmenting the achievements made toward the retention and graduation goals of each institution.

**RECOMMENDATION:** This item is for information only.



Robert L. Ehrlich, Jr.  
Governor

Michael S. Steele  
Lt. Governor

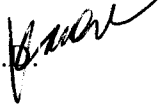
John J. Oliver, Jr.  
Chairman

Karen R. Johnson  
Secretary of Higher Education

## MEMORANDUM

DATE: February 19, 2003

TO: Maryland Higher Education Commission

FROM: Karen R. Johnson, J. 

STAFF: Ms. Dominique Raymond

SUBJECT: Access and Success Multi-Year Grant Program Update

Representatives from Bowie State University, Coppin State College, Morgan State University, and the University of Maryland Eastern Shore will make presentations and discuss the Access and Success Grant-funded retention initiatives on their campuses. The Presidents of each campus have been invited to make comments concerning this program. The Access and Success program is entering its fifth year of program implementation. Individual institutional reports are included as a separate combined report entitled, *Access and Success Multi-Year Grant Program: A Plan of Action for Maryland's Historically Black Institutions Final Performance Reports 2002*.

Recognizing the need to improve student retention and graduation rates at Maryland's Historical Black Institutions (HBIs), the State of Maryland established the Access and Success Multi-Year Grant Program. The primary goal of the Access and Success Multi-Year Grant Program is to improve retention and graduation rates by enhancing the relationship between administration, enrollment management, and teaching and learning practices. As a result of the OCR Agreement, funding for this program has increased from \$2 million in FY 1999 to the current level of \$6 million, with equal distribution among the four HBIs (Bowie State University, Coppin State College, Morgan State University, and University of Maryland Eastern Shore). The Governor's FY 2004 Allowance provides \$6,000,000.

Many initiatives and activities have been implemented as a result of the Access and Success funding. The extent to which these activities have impacted the retention and graduation goals of each institution will be explored.

**RECOMMENDATION: This item is for information only.**

MARYLAND HIGHER EDUCATION COMMISSION

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**Robert L. Ehrlich, Jr.**  
Governor

**Michael S. Steele**  
Lt. Governor

**John J. Oliver, Jr.**  
Chairman

**Karen R. Johnson**  
Secretary of Higher Education

## **AGENDA ITEM SUMMARY**

**SUBJECT:** Report on Programs Reviewed from October 16, 2002 to January 15, 2003

**COMMITTEE:** None

**DATE OF COMMISSION MEETING:** February 19, 2003

**STAFF:** Dr. John A. Sabatini, Jr.  
Dr. Michael J. Kiphart

**SUMMARY:** During the past few months, the Secretary of Higher Education acted favorably on four degree programs and one certificate program at independent colleges and universities; one degree and one certificate program at public four-year colleges and universities; and two degree programs and one certificate program at public community colleges. In addition, one off-campus program was reviewed and approved.

**RECOMMENDATION:** This item is for information only.

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Governor

Michael S. Steele  
Lt. Governor

John J. Oliver, Jr.  
Chairman

Karen R. Johnson  
Secretary of Higher Education

## MEMORANDUM

DATE: February 19, 2003

TO: Maryland Higher Education Commission

FROM: Karen R. Johnson, J. [Signature]

SUBJECT: Report on Programs Reviewed from October 16, 2002 to January 15, 2003.

During the past few months, the Secretary of Higher Education acted favorably on four degree programs and one certificate program at independent colleges and universities; one degree and one certificate program at public four-year colleges and universities; and two degree programs and one certificate program at public community colleges. In addition, one off-campus program was reviewed and approved.

### I. PROGRAMS FAVORABLY REVIEWED AND APPROVED

#### Independent Colleges and Universities

##### **Capitol College**

###### *Bachelor of Science in Astronautical Engineering (Approved 12-3-02)*

The Bachelor of Science in Astronautical engineering is designed to produce engineers who are prepared to work on operations and missions for the National Aeronautics and Space Administration. There are four areas of concentration for the program: software engineering, telecommunications, circuit design, and mission operation specialist. Graduates from the program will be able to enter into positions and support the local space industry.

##### **Johns Hopkins University**

###### *Master of Health Sciences in Demography (Approved 1-7-03)*

The educational objectives of the program are to provide non-specialists the opportunity to acquire a tool-kit of specific substantive and methodological skills applicable to a wide range of public health problems. These skills will be applicable to a wide range of work settings. Graduates will be able to increase their range of professional opportunities by acquiring skills and knowledge to market themselves as trained in demography.

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## **Johns Hopkins University**

### *Master of Science in Security Informatics (Approved 1-7-03)*

The field of Security Informatics is fundamentally based on information security and assurance technologies (hardware, software, and networks) as related to issues such as policy management, privacy/trust, and law from both national and international perspectives. This program is designed to provide a broad and holistic perspective to the information security and assurance field relative to both research and education. Each of the over 20 courses that support the program can be categorized as having a primary focus within one of four areas: technology, policy, management, or health applications.

## **Mount St. Mary's College**

### *Bachelor of Arts in Criminal Justice (Approved 1-13-03)*

This program is offered in an accelerated degree completion format designed to accommodate non-traditional students and will be offered only through the Division of Continuing Studies at Mount St. Mary's College. The program seeks to graduate students who will be responsible criminal justice and police professionals and effective agents of social control. The program emphasizes the importance of ethical behavior.

## **TESST College of Technology**

### *Lower Division Certificate in Medical Assistant (Approved 11-13-02)*

The objective of the Medical Assistant program is to provide the student with a strong and basic foundation of knowledge and skills in the areas of medical front office operations and clinical and laboratory procedures. The program is designed to prepare graduates for entry-level employment in the allied health fields in positions such as medical assistant, phlebotomist, medical coding and billing and medical office assistance.

## Community Colleges

### **Howard Community College**

#### *Associate of Arts in Information Technology (Approved 11-26-02)*

The program is designed to provide students with a comprehensive two-year program for transfer to bachelor degree programs in information technology. Students will select from one of three designed tracks: PC/Network hardware/iNet; Programming; Cisco Networking; and Multimedia. As a transfer program provides the students will be provided with the foundational knowledge, skills, and dispositions upon which receiving colleges and universities can build competent and strong professionals.

### **Montgomery College**

#### *Associate of Applied Sciences in Web Careers (Approved 1-3-03)*

The program is career-oriented and designed to provide opportunities for students to gain a broad knowledge and practical competence in Web-based careers. The curriculum is designed

to meet the expanding needs of both students and the business community in preparing technically skilled individuals in Web development. Students will be prepared for positions involving: designing and maintaining professional Websites, programming for the Web, and Web security.

#### Public Four-Year Colleges and Universities

##### **University of Maryland, College Park**

###### *Post Baccalaureate Certificate in Critical Theory (Approved 1-9-03)*

Critical theory refers to an interdisciplinary body of thought in the humanities that strives to understand interpretation in the broadest sense. It comprises a range of methodologies and subject matters that include but are not restricted to literary, art, and cultural criticism; philosophy and linguistics; Marxism, psychoanalysis, and feminism; and multicultural and gender studies. The certificate is designed to be an adjunct to the student's work towards a disciplinary master's or doctoral degree.

###### *Master of Information Management (Approved 1-9-03)*

The program will focus on the systematic management of the information assets of an organization for effective application to achieve organizational goals. Students will acquire knowledge of information users and use, information organization and use, application of information technology and management for organizational effectiveness, and management of information programs and services. Graduates may go into information technology settings, chief information officers' staffs, management services, administrative analysis settings, auditing or legal offices, knowledge management offices, special and corporate libraries and many other organizational settings.

#### **II. CERTIFICATES APPROVED WITHIN EXISTING DEGREE PROGRAMS**

##### **Harford Community College**

###### *Lower Division Certificate in Environmental Technology (Approved 12-3-02)*

#### **III. OFF-CAMPUS PROGRAM PROPOSALS**

##### **Strayer University**

Approved to offer courses from the University's currently approved program offerings to personnel at the United States Department of Energy's location in Germantown, Maryland. The program at this location will only be open to personnel from the United States Department of Energy and will not be open to the general public of Maryland.

**RECOMMENDATION: This item is for information only**



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**Karen R. Johnson**  
Secretary of Higher Education

## **AGENDA ITEM SUMMARY**

**SUBJECT:** Report on Private Career Schools: Approval Actions from October 16, 2002 to January 31, 2003

**COMMITTEE:** None

**DATE OF COMMISSION MEETING:** February 19, 2003

**STAFF:** Judy Hendrickson

**SUMMARY:** During the past few months, the Secretary of Higher Education approved 4 new private career schools to offer a total of 6 certificate programs, 9 new certificate programs to be offered by approved private career schools, 2 name changes, and 1 change of location.

**RECOMMENDATION:** This item is for information only.





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## MEMORANDUM

DATE: February 19, 2003

TO: Maryland Higher Education Commission

FROM: Karen R. Johnson, J.E. *[Signature]* STAFF: Dr. John A. Sabatini, Jr.  
Ms. Judy Hendrickson

SUBJECT: Report on Private Career Schools: Approval Actions from October 16, 2002 to January 31, 2003

During the past few months, the Secretary of Higher Education approved 4 new private career schools to offer a total of 6 certificate programs, 9 new certificate programs to be offered by approved private career schools, 2 name changes, and 1 change of location.

### I. NEW SCHOOLS REVIEWED AND APPROVED

#### **Empire Beauty School (Approved 1/8/03)**

##### *Cosmetology – Hairstyling Program (1,500 clock hours)*

The objective of this program is to prepare the successful graduate to sit for the Maryland Cosmetology Licensing Examination.

#### **Harrison Career Institute (Approved 1/24/03)**

##### *Medical Assistant (748 clock hours)*

This program is designed to expose the student to many aspects of a doctor's office, a medical laboratory or other health facility. The expected outcome of the program is to provide the graduate with the ability to obtain an entry-level position as a Medical Assistant, Medical Office Assistant, Medical Laboratory Assistant, ECG Technician, or Hospital Assistant.

#### **I.T. Works Learning Center (Approved 1/10/03 )**

##### *Certified Geriatric Nursing Assistant Training(140 clock hours)*

Trainees completing the program will have the skills necessary to pass the Maryland Geriatric Nursing Assistant Examination. Students will also register with the Maryland State Board of Nursing to become a Certified Nursing Assistant.

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## **Scott Academy of Cosmetology (Approved 11/18/02)**

*Cosmetology Program (1,500 clock hours)*

*Cosmetology Program (2,000 clock hours)*

*Nail Technician Program (250 clock hours)*

The objective of the 1,500-hour Cosmetology Program is to prepare the graduate to sit for the Maryland Cosmetology Licensing Examination. The objective of the 2,000-hour Cosmetology Program is to prepare the graduate to sit for the West Virginia licensing examination. The objective of the 250-Nail Technician Program is to prepare graduates to sit for the applicable Maryland licensing examination.

## **II. NEW PROGRAMS REVIEWED AND APPROVED**

### **AccuTech Career Institute**

***Business Information Specialist (720 clock hours)(Approved 1/29/03)***

This program targets today's office automation environment. Individuals enrolled in this program will sharpen the skills regarded as integral by many of today's automation environments. Among the skills are preparations for A+, Net+, Windows 2000, and Windows Network certifications. Individuals gain knowledge in system components, system organization, diagnosis and troubleshooting, all facets of networking, skills necessary to administer and configure Windows 2000 and to provide the knowledge required by Systems Administrators, Network Administrators and IT Professionals to manage and troubleshoot existing networks. This program also includes an externship served in an approved facility that provides students with the opportunity to apply skills and knowledge acquired during the program.

The application lists the following occupational opportunities for graduates of this program: User Support Analyst, Microcomputer Support Specialist, Help Desk Technician, NT Troubleshooter, and Installation Technician.

***Computer Network Specialist (720 clock hours)(Approved 1/29/03)***

This program targets today's office automation environment. Individuals enrolled in this program will sharpen the skills regarded as integral by many of today's automation environments. Among the skills are Microsoft Windows environment: its file handling, device control, solid business communication skills for a complex business world, effective business management decision making based upon critical information organized, queried, entered and reported in modern database software, concepts of business math and essentials of the MS Excel spreadsheet software, MS PowerPoint skills for presentations, and an understanding of the basic language of business and commerce accounting. An externship served in an approved facility that provides students with the opportunity to apply skills and knowledge acquired during the program.

The application lists the following occupational opportunities for graduates of this program: Clerk Typist, Data Entry Operator, Credit Reporting Clerk, Billing Clerk, Administrative Clerk, Office Administrator, and Executive Assistant.

## **Amontus (Approved 12/2/02)**

### ***Microsoft Certified Application Developer (MCAD)(160 clock hours)***

This program prepares students for the following exams: (1) Developing and Implementing Web Applications with Microsoft Visual C#.NET & Microsoft Visual Studio.NET; (2) Developing XML Web Server & Server Components with Microsoft Visual C#.NET & the Microsoft.NET Framework; and (3) Designing and Implementing Database with Microsoft SQL Server 2000 Enterprise Edition. The MCAD for Microsoft.NET credential is for professionals who use Microsoft technologies to develop and maintain department-level applications, components, Web or desktop clients, or back-end data services. Graduates of the program will qualify for the following types of positions: programmer/analyst, software application specialist, and application/software developer.

## **Computer Institute**

### ***A+ Network+ Certification (40 clock hours)(Approved 11/25/02)***

Upon successful completion of the program, students have been educated on topics typically found in A+ and Network+ Certifications from CompTIA. The students have to pass the required vendor tests to obtain vendor certifications. Occupations for which graduates may qualify: Network Control Operator, Microcomputer Support Specialist.

### ***MCSA/MCSE (140 clock hours) (11/25/02)***

Upon successful completion of the program, students have been educated on the topics typically found in Microsoft Certified Systems Administrator/Engineer (MCSA/MCSE). The students have to pass the required vendor tests to obtain vendor certifications. Occupations for which graduates may qualify: Network Engineer/Computer Engineering and Network Administrator/Junior Systems Engineer.

## **ComputerTraining.com - Towson**

### ***Microsoft Certified Systems Engineer (192 clock hours) (Approved 1/22/03)***

The goal of this program is to prepare students to take the Microsoft Certified Professional (MCP), the Microsoft Certified Systems Administrator (MCSA), and the Microsoft Certified Systems Engineer (MCSE), while gaining real world, practical knowledge of Microsoft Windows 2000 Professional and Server. The status of these technical certifications enables graduates opportunities as support personnel for network related issues requiring the skills to plan, implement, and support operating systems. Job titles include, but are not limited to positions as Network Engineers, Help Desk, and Computer/Customer Service, Security Administrator.

## **ComputerTraining.com – Annapolis Junction**

### ***Microsoft Certified Systems Engineer (192 clock hours) (Approved 1/22/03)***

The goal of this program is to prepare students to take the Microsoft Certified Professional (MCP), the Microsoft Certified Systems Administrator (MCSA), and the Microsoft Certified Systems Engineer (MCSE), while gaining real world, practical knowledge of Microsoft

Windows 2000 Professional and Server. The status of these technical certifications enables graduates opportunities as support personnel for network related issues requiring the skills to plan, implement, and support operating systems. Job titles include, but are not limited to positions as Network Engineers, Help Desk, and Computer/Customer Service, Security Administrator.

### **Orange Technical Institute**

#### ***Oracle 9i (97.5 clock hours) (Approved 10/25/02)***

This program is for students and professionals who want to demonstrate the depth of knowledge and hands-on skills required to support Oracle's products from an administration point of view.

Job type: Junior Database Operator.

#### ***Oracle Developer Rel. 6/6i (97.5 clock hours) (Approved 10/25/02)***

This program is for students who can demonstrate the knowledge and hands-on skills required to support Oracle products. This certification is for application developers who use Developer 2000 Rel/6/6i to program both in client/server and Web environments. Job type: Junior Application Tester/Developer.

### **III. NAME CHANGES**

**Amotus, Inc. (formerly Advanced Computer Technology Training)**

**Fila Academy (formerly Maryland Barber School, Inc.)**

### **IV. CHANGE OF LOCATION**

**Adventist HealthCare: Health Career Training Center.**

**RECOMMENDATION: This item is for information only.**

**MARYLAND HIGHER EDUCATION COMMISSION  
MEETING DATES 2002-2003**

<b>2002</b> <b>August</b>	Education Policy	10:00 a.m.	Wednesday – August 7
	Finance Policy	1:30 p.m.	Thursday – August 8
<b>September</b>	Finance Policy	9:00 am - 2:30 p.m.	Thursday – September 19
	Commission Meeting	1:00 p.m.	Wednesday – September 25
<b>October</b>	Education Policy	10:00 a.m.	Wednesday – October 9
	Governor’s Higher Education Conference	8:00 am - 4:00 p.m.	Tuesday – October 15 Stamp Student Union University of Maryland, College Park
	Finance Policy	3:00 p.m.	Thursday – October 30
<b>November</b>	Commission Meeting	1:00 p.m.	Wednesday – November 13
<b>December</b>	Commission Retreat	8:00-5:00	Wednesday – December 11
<b>2003</b>			
<b>January</b>	Education Policy	10:00 a.m.	Wednesday – January 15
<b>February</b>	Commission Meeting	1:00 p.m.	Wednesday – February 19
<b>March</b>	Education Policy	10:00 a.m.	Wednesday – March 12
	Finance Policy	1:30 p.m.	Thursday – March 13
<b>April</b>	Commission Meeting	1:00 p.m.	Wednesday – April 23
<b>May</b>	Education Policy	10:00 a.m.	Wednesday – May 7
	Finance Policy	1:30 p.m.	Thursday – May 8
	Commission Retreat	8:00-5:00	Wednesday – May 21
<b>June</b>	Commission Meeting	1:00 p.m.	Wednesday – June 18

**All Commission, Education Policy, and Finance Policy meetings will be held at:  
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